

April 5, 2022 Training Coordinator Webinar

- **ILT Updates**
 - Working on June and July schedule
 - Moving forward the schedule will be a blend of F2F and virtual
 - Had to cancel some classes due to weather
 - If deadline is missed due to weather cancellation, please contact Glyn.hays@la.gov to request an extension.
- **WBT Updates**
 - Released a new course and updated another
 - Business Writing – Content has been updated, still same title
 - This course uses the same qualification as the previous course. So if an employee has already completed Business Writing you'll need to run a training activities report to see additional completion dates.
 - Writing Basics – take the place of Punctuation and Grammar courses which are no longer available
- **TC Mailbag**
 - Where can I find the list of continuing education courses for this year?
 - [SCS Website](#)
 - In LEO, on the 'my training' tab. Under Course Catalog, click CPTP. Then click Continuing Education on the right

The screenshot displays the LEO Training System interface for the 'Subject Area Comprehensive Public Training Program'. The page is divided into several sections:

- Navigation:** Includes links for Training Home, Training Transcript, Quick Ref (P IDs), Quick Ref (H IDs), Training Location Maps, and Who can help me?
- Find:** A search bar with a 'Search Term' input field and buttons for 'Find' and 'Extended Search'.
- Frequently Booked Courses:** A list of courses including Ethics, Preventing Sexual Harassment, Defensive Driving, Blood Borne Pathogens, Intro to LaGov Apps, CATS Time Entry, and Cybersecurity Awareness.
- Course Catalog:** A list of courses including Comprehensive Public Training Program (highlighted), Department/Agency Training, and Statewide Courses.
- My Learner Account:** A list of links for Training Activities, Course Prebookings, and Favorites.
- Subject Area Comprehensive Public Training Program:** The main content area, which includes:
 - Course Content:** A description of the CPTP program, stating it is state-funded and housed within the Department of State Civil Service.
 - Assigned Subject Areas:** A list of subject areas assigned to the current program, including CPTP Agency Specific, CPTP All Courses, CPTP Annual Mandatory, CPTP Classroom/ILT (highlighted), CPTP HR, CPTP Management/Leadership, CPTP Outdated Programs, CPTP PES, CPTP Professional Development, CPTP Programs, CPTP SCS Telework Training, CPTP SCS Webinar Recordings, CPTP Software Instruction, CPTP State Competencies, CPTP Supervisory Groups, and CPTP Web/WBT.